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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT

FOOD SERVICE

**ADMINISTRATIVE MEMO NO. 7
SCHOOL YEAR 2018-2019**

SUBJECT: Household Information Report for Determining Economically Disadvantaged Students in Community Eligibility Provision (CEP) Schools

DATE: May 29, 2019

All schools that participate in the CEP still need to determine which enrolled students are considered economically disadvantaged for reporting in the Michigan Student Data System (MSDS) Supplemental Nutrition Eligibility (SNE) field. For those students that are not on the Direct Certification Report or have eligibility extended to them via a sibling on the Direct Certification Report, a Household Information Report **must** be used to gather the families' economic status in place of the *Free and Reduced-Price Meals Family Application*. For School Year 2019-2020, the Michigan Department of Education (MDE) has rebranded the Household Information Report (formerly the Household Information Survey) to make the form seem less optional to households.

The Household Information Report for School Year 2019-2020 is available by visiting [Sample Letter to Households and Household Information Report](#).¹ It includes a template for a cover letter to households, instructions, and the form. It was designed to be printed on two pages, front and back. The cover letter template provides families with additional information regarding the importance on returning the report and how this documentation impacts the district's supplemental funding.

Schools participating in CEP are not allowed to charge the non-profit school food service account for employee time spent processing the Household Information Reports or for the printing costs of the Household Information Reports. Households may be hesitant to complete the Household Information Report; MDE recommends finding creative incentives to promote the completion and submission of the Household Information Report. However, any expenses for creative incentives is not an allowable expense to the non-profit school food service account.

Questions regarding CEP and/or the Household Information Report may be directed to mde-schoolnutrition@michigan.gov.

¹https://www.michigan.gov/documents/mde/Sample_Letter_to_Households_AND_Household_Information_Report_Combo_655817_7.docx

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